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Job details

Job 1 of 1

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General Information The Chief Executive Office (CEO) is seeking a motivated, enthusiastic, and creative team player for a Program Specialist I, CEO position, in the Quality and Productivity Commission (QPC). The Commission is responsible for providing advice, information, and recommendations to the County's elected officials, managers and employees who promote the quality, efficiency, and effectiveness of County activities and public service. This position reports to the Executive Director and works closely with Commissioners and Productivity Managers. This energetic individual will help implement Commission programs, maintain calendars and special events.

Requirements Must currently hold the payroll title of Program Specialist I, CEO or comparable item possessing the same level and breadth of experience, scope of responsibility and salary schedule.

Desirable Qualifications

- Excellent verbal and written communication skills.
- Ability to multi-task, manage workload and meet deadlines.
- Strong planning and organizational skills with an ability to make sound decisions.
- Strong interpersonal skills to effectively work with individuals and groups.
- Proficiency in MS Word, Outlook, Excel, and PowerPoint.
- Familiarity with Adobe Illustrator and Photoshop, and Stellant (web) software.
- Follows prescribed office procedures and adapts quickly to new practices.
- Anticipates challenges, takes initiative, and uses appropriate resources.
- Offers timely practical solutions to problems taking appropriate action.
- Contributes ideas and provides input to the creative process.

Duties

- Assists as a team member on Commission programs and activities, including the regular Commission meetings, department visits, and the Productivity and Quality Awards.
- Arranges for conferences and meetings and provides logistical support.
- Plans, organizes tasks, and handles assignments independently.

- At the direction of the Executive Director, prepares correspondence, proofreads materials, and finalizes documents paying attention to detail.
- Helps to produce Commission publications, including eNewsletters, annual report, Productivity and Quality Awards program and promotional posters, flyers, brochures, etc.
- Communicates often with Commissioners and department staff providing information and serving as a resource.
- Maintains and updates the Commission website.

Vacancy Information

This vacancy is located at the Chief Executive Office, Quality and Productivity Commission, 500 West Temple Street, Room 565, Los Angeles, CA 90012.

Interested individuals should submit a resume detailing relevant experience and education, attendance records from the last two years and copies of the last two performance evaluations. Materials should be received no later than **Thursday, September 6, 2012** and sent to:

Chief Executive Office
Human Resources Section
500 West Temple Street, Room 785
Los Angeles, CA 90012
Attention: Kimberly Arias
karias@ceo.lacounty.gov

Resumes will be reviewed and **only** the most qualified candidates will be called for an interview.

Available Shift

Day

Contact Name

Kimberly Arias

Contact Phone

213.974.2797

Contact Email

karias@ceo.lacounty.gov

Job Field

Administration

Job Type

Professional

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